



Los Angeles County Chief Executive Office

Class Specification: DEPUTY PROBATION OFFICER II (FIELD)

ITEM NUMBER: 8607

APPROVAL DATE: 07/22/2009

DEFINITION:

Performs probation work at the professional level by investigating adults and juveniles accused or convicted of law violations, recommending sanctions to the courts, supervising adult and juvenile probationers, enforcing court orders, incarcerating delinquents, and implementing programs designed to reduce crime and protect the rights of victims.

CLASSIFICATION STANDARDS:

Positions allocable to this journey-level class report to a Supervising Deputy Probation Officer, carry a caseload, perform the more complex and difficult tasks, and are responsible for making probation recommendations to the court on adult and juvenile offenders and supervising adult or juvenile offenders placed on probation. In addition, positions of this class are characterized by a variety of special assignments including placement officer, specialized gang supervision officer and intercept officer. Incumbents must exercise a knowledge of probation casework; Federal, State and local statutes relating to probation work; functions and procedures of Municipal and Superior Courts as they relate to probation; and departmental policies and procedures. Incumbents must possess the ability and skill to communicate adequately, write clear and concise reports with logical and legal recommendations, and establish and maintain effective working relationships with clients, probation staff, court and law enforcement personnel, and community groups.

EXAMPLES OF DUTIES:

Investigates and evaluates cases of adults or juveniles referred to the Probation Department, considering such factors as the present offense, the offender's prior record, and social history.

Prepares reports and recommendations for use by the court in making dispositions of adult or juvenile cases, and may appear in court to provide information regarding recommendations.

Plans and monitors supervision programs designed to enable probationers to assume responsibility for their behavior and to comply with conditions of probation.

Develops and utilizes community resources for probationers.

Implements the Probation Department's foster home or institutional placement program including recruiting, investigating and supervising operators of foster homes; evaluating and providing information regarding the staff and program of placement institutions; and acting as liaison between probation officers and

institutional placement staff.

Acts as intake officer by conducting interviews of juveniles in police custody to determine if they should be detained or released and by counseling juveniles and their families regarding the kinds of probation or community service best suited for their needs.

Protects the rights of victims by notifying them of scheduled court hearings, referring them to agencies for assistance, and establishing restitution payment schedules.

Performs probation services such as screening requests for petitions, conducting initial intake or extension interviews, and referring appropriate petition requests to the District Attorney.

Supervises adults and juveniles placed on probation by the Court; establishes payment schedules for fines, restitution and other payments; instructs probationers regarding the terms and conditions of the probationary period.

Monitors probationer's compliance with the terms and conditions of probation, evaluates the seriousness of probation violations, and recommends action by the Court when the probationer violates the law or terms of probation.

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

A Bachelor's degree from an accredited college or university;

-AND- either:

Option I: Two years of experience as a Deputy Probation Officer I, Senior Detention Services Officer, Transportation Deputy, Probation, or Senior Investigator Aid, Probation, in the service of Los Angeles County;

-or-

Option II: Three years of experience as a peace officer in probation, parole, corrections, or other law enforcement field at the level of Los Angeles County's classes of Deputy Probation Officer I, Senior Detention Services Officer, Transportation Deputy, Probation, or Senior Investigator Aid, Probation, with at least six months of experience conducting complete field investigations or full responsibility for supervising either adult or juvenile probationers.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

OTHER REQUIREMENTS:

1) Must satisfy the State of California criteria for peace officer status.

2) Appointees will be required to meet State-mandated CORE training requirements as defined by Standards for Training in Corrections.

SPECIALTY REQUIREMENTS:

Specialty / Training and Experience:

Treatment and Counseling: A Master's Degree in social work or social welfare from an accredited college.